

**MINUTES of MEETING of CPP MANAGEMENT COMMITTEE held in the SCOTTISH
NATURAL HERITAGE OFFICES, KILMORY INDUSTRIAL ESTATE, LOCHGILPHEAD
on WEDNESDAY, 6 DECEMBER 2006**

Present: Andrew Campbell, Scottish Natural Heritage (Chair)
Eileen Wilson, Argyll and Bute Community Planning Manager
Aileen Edwards, Scottish Enterprise
Alan Milstead, Highlands and Islands Enterprise
Brian Barker, Argyll and Bute Council
David Dowie, Communities Scotland
Elaine Garman, NHS Highland
Geoff Calvert, Strathclyde Fire and Rescue
David Proctor, Strathclyde Fire and Rescue
Gordon Anderson, Strathclyde Police
Hugh Donaldson, Initiative at the Edge
James McLellan, Argyll and Bute Council
Julian Hankinson, Association of Argyll and Bute Community Councils
Marlene Baillie, Strathclyde Police
Muriel Kupris, Argyll and Bute Council

In Attendance: Charles Reppke, Head of Democratic Services and Governance, Argyll and
Bute Council
Nick Allan, Corporate Assets Manager, Argyll and Bute Council
Eddy Graham, IBP Strategy and Research

Apologies: Raymond Park, Strathclyde Police (Vice-Chair)
Jane Fowler, Argyll and Bute Council
Donald MacVicar, Argyll and Bute Council
Mike Firth, Scottish Water
John Ironside, Strathclyde Fire and Rescue
Bill Dundas, SEERAD
Pat Logan, Argyll and Bute Volunteer Centre
Peter Minshall, Argyll CVS
Gemma Sim, Strathclyde Fire and Rescue
Ken Abernethy, Highlands and Islands Enterprise

1. WELCOME AND INTRODUCTIONS

Andrew Campbell welcomed everyone to the meeting and in particular Gordon Anderson, Local Authority Liaison Officer, Strathclyde Police, who was attending his first meeting of the management committee.

Andrew also advised that Peter Minshall was to rest from work following a recent road traffic accident and would not be attending meetings for the rest of the year. The management committee joined Andrew in wishing Peter a speedy recovery.

2. MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING

The Minutes of the meeting of 4th October 2006 were accepted as an accurate record.

3. MATTERS ARISING

(a) PUBLIC SECTOR REFORM – TRANSFORMING PUBLIC SERVICES (SCOTTISH EXECUTIVE)

James McLellan referred to the last paragraph under item 7 on page 4 of the previous minutes and asked that the management committee confirm to the Scottish Executive that they are happy to consider the local approach to public sector reform.

Action note: Eileen Wilson to confirm to Scottish Executive

(b) CULTURE AND ENVIRONMENT

Reference item 10(d) on page 6 of the previous minutes when it was agreed, following re-focussing of the Housing and Communities Theme Group, to retain a focus on the core subjects of Culture and Environment, Eileen Wilson reported that she and Keith Miller were to frame up with other groups suggesting a link, looking to arching groups.

Action note: Eileen Wilson and Keith Miller

4. PARTNERSHIP CAPITAL DEVELOPMENT – Introducing the Asset Procurement ‘Hub’ Initiative in Scotland

Nick Allan, Corporate Assets Manager, Argyll and Bute Council, gave a presentation on the proposed introduction by the Scottish Executive of the Asset Procurement ‘Hub’ initiative in Scotland which would be a procurement and property management vehicle for the public sector and its community partners.

Nick gave the background to the hub initiative, the setting up of a Joint Premises Board and explained the proposal for involving organisations. There would be choices in the introduction of the hub – would not be mandatory. He explained the delivery process, the reasons for having a hub and that it would assist in the promotion of shared services and efficient government. It would work by the creation of a national joint venture company, with confirmation of hub areas and the creation of hub companies, provide governance and operating frameworks, with processes and enabling funding arrangements, national strategic planning and programme management. It was planned to set up the hubs in the summer of 2007 and that the hubs were likely to be made up of NHS and local authorities across Scotland.

The hub would work with different levels of engagement, with sustainable investment across each hub area, providing urban regeneration within Councils and an enhanced role for Community Planning networks.

Consideration would be given to setting up a working group comprising the local authority and the local community planning partnership and to encourage collaborative working with communities, the Argyll and Bute Community Planning Partnership will be asked to join.

Nick answered questions put to him about the size of hub areas and the local authorities which were signing up. There would initially be 5 areas, but possibly 4 or 6.

It was agreed that Nick would look at the proposals for the North East Scotland hub area and report back to the management committee at their meeting on 18th April 2007.

Nick has agreed to investigate the establishment of a group to look at asset management themes and Scottish Executive initiatives in relation to asset management planning. Nick will identify key individuals within the CPP and CHP to participate within this group. As part of this ongoing process Nick has been asked to look at other examples from across the country.

Action note: Nick Allan to report back to the Management Committee meeting on 18th April 2007

5. THE COMMUNITY PLAN 2007 – 2012

The management committee considered a paper which had previously been circulated proposing that the Community Planning Partnership Management Committee agree to the facilitation of a planning day where all the CPP partners can come together to begin the design process for the New Community Plan. The objective would be to discuss and agree key themes, format and content and to identify successes. Members would also be nominated for a writers sub-group to meet at intervals leading up to publication in June 2007 to ensure commitment to the production of a high quality plan.

It was agreed that the Community Plan Design Planning Day be held in Lochgilphead on Tuesday, 23rd January 2007 between the hours of 10.00 am and 4.00 pm.

A smaller writing group will then take on the writing of the plan based on the direction given during the planning day.

Action note: All to note date of Community Plan Design Planning Day – 23rd January 2007 from 10.00 am to 4.00 pm

6. CITIZENS' PANEL

The management committee noted the contents of a document which had previously been circulated from Eddy Graham of IBP Strategy and Research, setting out the findings of the 11th Survey of the Argyll and Bute Citizens' Panel, the fieldwork for which was conducted during October 2006.

Eddy gave a presentation on the findings of the survey, based on 696 responses, on Neighbourhood Issues, DriveSafe road safety, Policing issues, Biodiversity and Electoral change.

The management committee discussed various questions put to Eddy on the survey information provided. It was agreed that feedback on surveys undertaken would be provided to the Citizens' Panel and that a pack should be issued to the Panel advising the reasons for choosing the questions posed.

It was agreed that Andy McKay-Hubbard would look at the anti-social behaviour outcome agreement.

Andrew Campbell thanked Eddy Graham for his attendance and conveyed the appreciation of the Partners of such a survey.

Action note: Andy McKay-Hubbard to look at the Anti-Social Behaviour Outcome Agreement

7. COMMUNITY REGENERATION OUTCOME AGREEMENT

(a) Annual Report

Muriel Kupris submitted a report, copies having previously been circulated, on the first annual report in regard to progress made under the Community Regeneration Fund through the Regeneration Outcome Agreement for Argyll and Bute Community Planning Partnership and which received Ministerial approval in October 2006.

Muriel gave a strategic overview advising that the Regeneration Outcome Agreements for Argyll and Bute remained geographically targeted in 2005/06 at the most deprived 15% of data zones within Argyll and Bute.

- Ardenslate, West Milton and the Glebe, Dunoon
- Ballochgoy on Bute
- Dalintober/Millknowe. Campbeltown
- Kirkmicharl/Craigendoran, Helensburgh

The ROA remains focused in each area under the Partnership's four strategic regeneration objectives –

Improve opportunities for learning, employment and skills development;
Promote Health and Wellbeing;
Sustain and develop communities, culture and environment;
Encourage community development and capacity building

and twelve associated regeneration outcomes. The Partnership has retained the local partnership arrangement of Area Development Groups (ADGs) within each ROA area.

The area where the Partnership has struggled most to engage partners at both a local and strategic level has been around the theme of 'Getting People Back to Work'. This strategic priority is dealt with by two economic forums within Argyll and Bute and while some work has been undertaken in strengthening the links at a local level between the ROA and the strategic priorities of Getting People Back to Work more remains to be done during 2006/07.

The management committee discussed focusing on training and employment, the need for resources in smaller areas and for focusing on individuals. It was suggested that the Not in Education or Employment Training (NEET) initiative should be used through regeneration outcome.

The management committee noted the report.

For a copy of the Annual Report please contact Muriel Kupris, Community Resources Manager muriel.kupris@argyll-bute.gov.uk

(b) Stocktake Feedback

Muriel Kupris provided feedback on the mid-year stock-take meeting with Communities Scotland. Targets had reasonably been met. There were three

Consultancies on the Regeneration Outcome Agreement with local authorities taking the burden. Although one Datazone had been added no additional funding had been forthcoming. Muriel is waiting to hear back.

The report was welcomed by the management committee.

Action note: Eileen Wilson to write to Communities Scotland

8. CUSTOMER CONTACT CENTRE

The management committee noted report dated 15th November 2006, which had previously been circulated, on Argyll and Bute Council's proposed introduction of a Customer Contact Centre. The Council had gone out to tender for a partner to deliver the Contact Centre and Steria Consultants were appointed to deliver the business case and contact centre.

Charles Reppke explained the background to this being a vital element of the Council's best value improvement and development plan and Corporate Plan and would put the Council in a position to meet and thereafter continue to meet its electronic services delivery targets over the next 12 to 18 months. It would also ensure that business improvement and process change is given a clear focus which should allow the release over a number of years of efficiency savings. Most importantly of all customer contact and customer service will be improved, performance management of customer contact will become clearly auditable and this will allow the Council to set and monitor targets for service delivery within the areas developed for the Contact Centre.

The proposed timetable for the initial six services set out in the report was noted.

The Council were keen to share processes with other Councils and with Partners and it was felt that partners should be invited to future meetings as the Council were keen that partners should see and share the infrastructure.

Discussion took place regarding various possibilities for involvement, including the Passport Service. Positive about delivery of services to remote areas with questions asked about network capacity, systems, national procurement model and creating economies of scale. Concerns were expressed as to how the elderly would cope but it was confirmed that frontline staff would still be available for those who preferred person to person contact.

The management committee recommended the partnership's involvement and would report back to the Community Planning Partnership.

Andrew Campbell thanked Charles Reppke for the information provided and it was agreed that Charles would report back to the management committee to keep them updated.

Website - www.improvementservice.gov.uk

Action note: (a) Report to Community Planning Partnership meeting on 2nd March 2007
(b) Charles Reppke to report back with updates to Management Committee

9. ENGAGING CHILDREN AND YOUNG PEOPLE IN COMMUNITY PLANNING

There had previously been circulated letter dated 22nd November 2006 from the Scottish Executive in regard to engaging children and young people in Community Planning, advising that a new Community Planning Advice Note, developed by the Community Planning Team with help and advice from a wide range of stakeholders, was available.

The advice note explores the underlying reasons for and principles of effective engagement rather than setting out rigid parameters and includes illustrations of practice, information on various toolkits and contacts for relevant organisations. It also includes a framework for thinking through how engagement is planned at a CPP level, based on the National Standards for Community Engagement, which CPPs may find useful in evaluating overall progress.

Community Learning and Regeneration are currently planning an event in February 2007 to look at the future of the Argyll and Bute Youth Forum.

Eileen to contact the Scottish Executive with details of successful engagement with children and young people.

Eileen Wilson will report back to the management committee in April 2007.

Electronic copies of the Community Planning Advice Note are available in the document library of the Scottish Executive Community Planning website at <http://www.improvementservice.org.uk/community-planning/> alongside related material including further links and, in due course, good practice examples.

Action Note: Eileen Wilson to contact Scottish Executive and report back to Management Committee on 18 April 2007

10. BIG LOTTERY FUND 'HUB'

Reference minutes of meeting of the management committee held on 4th October 2006, Argyll and Bute Council's Corporate Funding Officer produced a report, copies having previously been circulated, updating the management committee on progress and recommending that the management committee consider the proposal by the Big Lottery Fund that each local authority's external funding officer help facilitate a Local Partnership Hub which would primarily be a communication group for the BLF to interact with.

The aim of the Argyll and Bute Funding Hub would be to help develop or maintain sustainable projects in the area by maximising the amount of funding and support to these projects through improved quality of bids and closer links with local priorities.

The meeting agreed that a panel, drawn from the Community Planning Management Committee, would meet on the afternoons of the Management Committee meetings to receive presentations on individual bids for a detailed assessment.

Action note: Admin to (1) note to include the afternoon when arranging venue for future Management Committee meetings, and (2) supply list of future meetings to Arlene Cullum

11. PREPARATIONS FOR THE CPP BIENNIAL CONFERENCE – JUNE 2007

The management committee considered report by Eileen Wilson, copies having previously been circulated, with proposals for the date and venue as well as proposed themes for the Community Planning Biennial Conference 2007.

Following discussion, it was agreed that the conference be held on Friday, 15th June 2007 within The Pavilion, Rothesay, Isle of Bute.

It was agreed that Eileen Wilson would nominate a small working group to meet in January 2007 to consider the suggested key themes for the day and to -

- Decide what the day will be called
- Finalise the delegate list, including target groups
- Agree and invite keynote speaker
- Finalise the programme
- Agree structure, size and focus of workshops
- Agree and invite external facilitators (if decided)

A report will be submitted to the Management Committee on 7th February 2007.

Action note: Eileen Wilson to nominate Working Group and arrange meeting in January 2007

12. COMMUNITY PLANNING ISSUES – UPDATE ON CPP PRIORITIES

- (a) **Health and Wellbeing Group:** Elaine Garman updated the management committee on the activities of the Health and Wellbeing Group, copy report having previously been circulated.

The management committee noted the report and the agreements sought by the Health and Wellbeing Group. Partners also noted the request for assistance in identifying other sources of funding that could be considered as appropriate to be used for health improvement activity.

Elaine advised that the CHP would hold a planning day mid-December.

It was agreed to endorse the report and seek financial input from Partners.

Agreed to write to CHP to request that Fiona Ritchie attend the next meeting of the Management Committee.

Action note: Eileen Wilson to write to CHP

12. (b) **Argyll and the Islands Local Economic Forum:** (See next item)

- (c) **Dunbartonshire Economic Forum:** Aileen Edwards provided an update on the activities of the Dunbartonshire Economic Forum. The new strategy was launched in September 2006. The strategy focuses on three key sectors for growth. These are Construction, Tourism and Life sciences /Healthcare. The Forum's Construction Alliance Group is holding a workshop on the 13th December to bring agencies together to look at how greater economic impacts from construction can be created for the area's businesses and its residents. A survey has also been undertaken on Tourism issues which has raised issues around transport. It is intended to advertise

in the press to broaden the LEF Board membership.

Action note: Aileen Edwards, David Dowie and Alan Milstead to report back regarding Construction to the meeting in February 2007

(d) **Housing and Communities Group:** It was noted that the newly formed Argyll and Bute Housing and Communities Forum would meet on 8th December 2006 and that an update would be brought to the next meeting of the management committee.

(e) **Initiative at the Edge:**

Hugh Donaldson gave updates from the three islands of Colonsay, Coll and Jura, copies having previously been circulated. It was noted that, in September, Colonsay had ended its period under designation and would move on to further work with the assistance of the Community Land Unit from 1st December. The island of Coll had lost the services of Paula Darnton-Smith, LDO, in June and a new LDO had recently been appointed.

Hugh outlined problems being experienced with Broadband and Alan Milstead, AIE undertook to look into this.

It was welcomed that Scottish Water are to supply Coll.

The pro forma reports from the 3 islands of Colonsay, Coll and Jura were noted.

Action note: Alan Milstead to report back to the next meeting on the Broadband situation

13. FIX DATES FOR FUTURE MEETINGS

The management committee considered the proposed dates for future management committee meetings and after discussion agreed the following dates for future meetings – (10:30 – 13:00 hours) - venue to be confirmed as it was unlikely that SNH offices would be available during the first half of 2007.

Wednesday	7 February 2007
Wednesday	18 April 2007
Wednesday	13 June 2007
Wednesday	8 August 2007
Wednesday	3 October 2007
Wednesday	28 November 2007

14. ANY OTHER COMPETENT BUSINESS

(a) **SCOTTISH EXECUTIVE EUROPEAN STRUCTURAL FUNDS CONSULTATION**

Eileen Wilson advised the meeting of the Scottish Executive consultation on European Structural Funds and invited partners to view the Scottish Executive website for details of the implications in regard to the element of funding to partners - www.scotland.gov.uk/Publications/2006/10/20155513.

15. DATE OF NEXT MEETING – Wednesday, 7 February 2007.